



# Housekeeping Supervisor (Facilities/Operations)

**OUR MISSION...** To provide a clean, comfortable, and safe environment on Capitol Hill.

The Georgia Building Authority (GBA) is responsible for all services associated with the management of 32 buildings and various facilities located in the Capitol Hill Complex in Atlanta, Georgia, including the Georgia State Capitol building and the Governor's Mansion in northeast Atlanta.

### Job Information

**Job Type:** Full Time  
**Number of Vacancies:** 1  
**Unit:** Housekeeping & Custodial Services  
**Hiring Salary:** \$50,000 - \$54,000 Annually  
**Location:** Atlanta, GA  
**Opens:** January 6, 2026

**Closes: January 20, 2026**  
**This position is subject to close at any time once a satisfactory applicant pool has been identified.**

Applicants who require accommodations for the application process should contact

404-463-5664 or e-mail

[hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov)

### TO APPLY:

Email **resume** in Microsoft Word or PDF format to: [hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov) with the following in the subject line of your email:

**[Housekeeping Supervisor](#)**



Our goal is to be a diverse workforce that is representative of the citizens we serve.

GBA does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, parental status, or military service. GBA is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment. All employment is decided on the basis of qualifications, merit and business need.

### Position Overview

The Georgia Building Authority is seeking a Housekeeping Supervisor to oversee daily custodial operations within state-managed facilities. This position is responsible for supervising housekeeping staff, ensuring cleanliness and sanitation standards are met, coordinating work schedules, and maintaining compliance with safety and regulatory requirements.

**Job Summary:** Supervises, guides, and/or instructs the work assignments of subordinate staff. Manages the cleaning and upkeep of assigned areas. Performs any combination of duties to maintain order, sanitation and cleanliness in facilities. Maintains supplies.

**Minimum Qualifications:** High School diploma or GED and One (1) year of experience in a lead worker, team leader, or supervisory role in a related area of assignment; or one (1) year of experience at the lower-level Housekeeper 3 or position equivalent.

**Preferred Qualifications:** In addition to Entry Qualifications, Preferred Qualifications may be added by the agency.

**Competencies:** Knowledge of various cleaning techniques. Working knowledge of housekeeping procedures. Ability to understand and carry out oral and written instructions. Ability to communicate with individuals from diverse backgrounds. Ability to organize workload efficiently. Ability to lift, push, pull and carry materials up to (40) pounds. Prolonged standing, stooping and walking is required. Travel to GBA managed facilities is required.

The selected applicant must be authorized to work in the United States and must successfully pass a pre-employment criminal background check, motor vehicle records check and drug screen.

**Due to the large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone.**

**Notifications will only be sent to applicants who are selected to interview.**

Please visit our website at [www.gba.ga.gov](http://www.gba.ga.gov) or click on QR Code for additional GBA career opportunities.

